

SELF-CALENDARING INSTRUCTIONS

The self-calendar system is designed to allow both counsel and parties to schedule hearing dates for matters heard on regular notice, without having to contact the Calendar Clerk to obtain a hearing date. Matters that do not require hearings may be filed in accordance with Local Bankruptcy Rule 9013-1(g)(1). Please refer to the appropriate Federal Rules of Bankruptcy Procedures and Local Bankruptcy Rules regarding the filing and service of motions.

Matters requiring more than 15 minutes **may not** be self calendared. Parties may select their own hearing dates if the matter to be heard is 15 minutes or less and falls within the one of the following categories and are not identified in section II as being ineligible for self-calendar.

Note: Effective September 2005, the fourth week of each month is reserved for trials. Please **Do not** select a date which falls during this week. See below for list of available dates

A. Motions for Relief From Stay - All Chapters: Thursday at 9:30 AM

**B. Certain Motions for Relief from Stay Heard on Shortened Time¹:
Thursday at 9:30 AM**

(If a motion for relief from stay does not fall within one of the following enumerated categories and the movant wishes to have it heard on shortened time, the movant must apply for an order shortening time or proceed utilizing the procedures that govern emergency motions and *may not* self-calendar the motion.)

1. Residential unlawful detainer actions, only where unlawful detainer was filed in state court pre-petition.
2. *Post*-petition transfers of real property to the debtor
3. *Pre*-petition transfers to the debtor
 - a. Either within 30 days of the debtor's petition date, or
 - b. Involving a fractionalized interest in real property.

C. Chapter 13 matters except for (1)Confirmation hearings, (2)motions for Relief from stay and (3) motions in adversary proceedings: 10:30 a.m. on Tuesdays listed on calendar schedule that follows.

¹ Motions calendared on shortened time in accordance with this procedure must be filed with the Court and served on all parties entitled to receive notice of the motion by such means as to ensure that the moving papers and notice of hearing are actually received not later than 5 court days prior to the date of the hearing. In addition, telephonic notice of the date, time and place of the hearing on the motion must be given to all parties entitled to receive notice of the motion not later than 5 court days prior to the hearing on the motion.

- D. **Chapter 7 matters except for (1) motions for relief from stay and (2) motions in adversary proceedings: Wednesdays at 10:00 AM on dates listed at end**
 - E. **Motions in adversary proceedings: Thursdays at 2:00 PM**
 - F. **Chapter 11 matters except for (1) motions for relief from stay and (2) motions in adversary proceedings: Monday at 10:00 AM on dates listed at end**
- II. The following matters **may not** be self calendared.²
- A. Applications for Orders Shortening Time*
 - B. Matters Heard on Shortened Notice or on an ex parte basis*
 - C. Emergency Motions (including motions arising under General Order 02-__)*
 - D. Mass Objections to Claims (more than 20 objections set for a single hearing)
 - E. Motions for Temporary Restraining Orders or Preliminary Injunctions
 - F. Motions for Reconsideration
 - G. Pre-trial Conferences
 - H. Trials in Adversaries (Court sets trial at pre-trial conference)
 - I. Reaffirmation agreements

For matters that may be self-calendared, follow the steps outlined below:

- STEP 1:** Identify available dates and times for the type of matter that you want to calendar by referring to the monthly calendars posted in the Judge's courtroom or on the Court's website (www.cacb.uscourts.gov) or by calling the Court's general information number (818-587-2900) and selecting the menu options necessary to direct you to calendaring information for Judge Tighe.
- **PLEASE NOTE: Calendar dates are subject to periodic revision,** so please verify that you are referring to a *current version* of the Judge's monthly calendar.
- STEP 2:** Prepare a notice of hearing for the date and time that you have selected. If your motion is for relief from stay, you must provide notice in the same form as outlined by Local Bankruptcy Rule 9013-1(1)(e) (Local Forms series 350).

² For more information concerning procedures for obtaining hearings on matters on this list marked with an asterisk (*), contact Judge Tighe's calendar clerk at [818-587-2815]. For more information concerning procedures for obtaining hearings on any matter on this list *not* marked with an asterisk, contact Judge Tighe's calendar clerk at [818-587-2815].

- **PLEASE NOTE:** By choosing a date for a relief from stay hearing that is greater than 30 days from the date you file your motion, you are deemed to have waived the time limits of Bankruptcy Code Section 362(e).

STEP 3: Give sufficient notice of all matters to all parties entitled to receive such notice pursuant to applicable provisions of the Local Bankruptcy Rules and Federal Rules of Bankruptcy Procedure. Schedule hearing dates accordingly. Moving parties may refer to Local Bankruptcy Rule 9013-1(a)(6) regarding service of the notice of the hearing and Local Bankruptcy Rule 9013-1(a)(13) regarding evidence supporting the motion.

STEP 4: File and serve your moving papers in a timely manner! Refer to the Local Bankruptcy Rules and Federal Rules of Bankruptcy Procedure for applicable filing and service deadlines. If proof of service is insufficient, the moving party's motion may be continued or denied. Be sure to deliver a courtesy copy of all papers to the Judge's chambers with the time and date of the scheduled hearing placed underneath the title of the pleading.

STEP 5: If the date you have selected is unavailable because you have given insufficient notice, the date and time are already fully booked or for any other reason, the Calendar Clerk will contact you to arrange an alternative date.

STEP 6: Confirmation that your matter has been calendared will be sent back to you if you provide Intake with an extra copy of your notice and a self-addressed stamped envelope. **The Court reserves the right to reschedule any hearing.** You will be notified promptly if your hearing has been re-set.

STEP 7: Bring your proposed order to the hearing, together with whatever notices of entry, copies and envelopes may be required, so that the Judge can sign the order following the hearing if your motion is granted. **Do not lodge the proposed order prior to the hearing.** (You may, however, serve the proposed order on other parties, if you wish to afford them an opportunity to review the form of the order before the hearing.)

**CALENDAR SCHEDULE FOR JUDGE MAUREEN TIGHE
COURTROOM 302, 3RD FLOOR**

The following Mondays at 10:00 a.m. are available for calendaring Motions and applications in Chapter 11 cases :

June 5, 12, 19	October 2, 16, 30
July 24	November 6, 13, 20
August 28	December 4, 11, 18
September 18	

Chapter 13 objections and motions (except for motions in adversary proceedings, motions for relief from stay and confirmations hearings) may be set on the following Tuesdays at 10:30 a.m.:

June 13, 27	October 17
July 25	November 14
August 22	December 12
September 19	

The following Wednesdays at 10:00 a.m. are available for calendaring Motion and applications in Chapter 7 cases:

June 7, 14	October 4, 11, 18
July 5, 19	November 8, 15
August 9, 16	December 6, 13, 20
September 6, 20	

The following Thursdays at 9:30 a.m. are available for calendaring motions for relief from the automatic stay:

June 8, 15, 22	October 5, 12, 19
July 6, 20	November 2, 9, 16
August 10, 17	December 7, 14, 21
September 7, 21	

The following Thursday at 2:00 p.m. are available for calendaring motions and applications in Adversary cases:

June 8, 15, 22	October 5, 12, 19
July 6, 20	November 2, 9, 16
August 10, 17	December 7, 14, 21
September 7, 21	